RESPONSIBILITIES, RIGHTS, REGULATIONS

1971–72

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(A compilation of the principal guidelines for the orderly functioning of the Lake Forest College Community)

ACADEMIC

FACULTY

It is assumed that each teacher will work out carefully and later give to the students early in the term the objectives envisioned for the course; in the light of these objectives he will clearly outline the scope of the course and attempt to make each lecture, discussion, or other experience connected with the class contribute to the attainment of these objectives.

Each faculty member is asked to set up and keep faithfully regular daily office hours which should be posted just outside the office door. Arrangements to see students by special appointment, when called for, should also be made.

ATTENDANCE

Students are expected to be present at all meetings of their classes, beginning with the first, unless prevented by illness (which should be reported to the Health Office) or other emergencies (which should be reported to the Dean of Students' Office) or by participation in a College-approved function. Each instructor has the right to establish other specific regulations regarding attendance which may be best suited to his particular course or to a particular student. The Faculty shall clearly state their "cut" policy at the beginning of each course. Faculty members are expected to take attendance and be ready to report any absences by dates at the request of the Dean of the Faculty. Faculty members are also expected to report to the Dean of Students any student whose absences in the opinion of the instructor jeopardize his scholarship.

EXAMINATIONS

Final examinations *must* follow the published schedule. They may not be given to individual students prior to the beginning of the final examination period, but a faculty member is free to arrange an individual examination any time during the examination period if he feels that the student's request for change is justified. The examination for the rest of the class must be given at the scheduled time.

In lieu of a final examination in a course, term papers may be assigned, but in such a case the students are entitled to have until the end of the scheduled time for the examination in a course to submit their term papers.

Examination papers, particularly final examination papers, and term papers, if not returned immediately to students, are to be kept at least for one term before they are destroyed, so as to be available for examination by students. It is understood

that papers from the spring term will be kept through the fall term. Faculty members leaving the College are asked to leave their record books with the department chairman, or, if they do not wish to do so, to accept the obligation to keep these record books for at least a year in order to check records if necessary.

SMOKING

No smoking is allowed in any classroom (except seminar rooms), studio, laboratory, library lounge area, the auditorium, the fieldhouse, or the Chapel. Faculty members are asked to cooperate with this regulation by refraining from smoking in these places and by requiring student adherence to this rule.

CHANGES IN REGISTRATION (See catalog for full details)

Any course change in schedule must be made through the Registrar's Office and approved by the student's adviser. Three dollars is charged for each change made after classes begin in any term.

A student may not enter any course after the first week in a term. A student may not withdraw from a course after the first week of a term except for reasons of emergency, approved by the Dean of Students. W/F (failure) will be recorded if withdrawal is not approved by the Dean of Students.

WITHDRAWAL FROM COLLEGE

A student who of his own volition withdraws from College is expected to report to the office of the Dean of Students to fill out an Application for Withdrawal Form.

THE ACADEMIC HONOR CODE

The students, faculty and trustees of Lake Forest College have approved and instituted the Academic Honor Code that appears below. This Code is designed to place the matter of academic honesty with the individual student.

Article I - Academic Procedure

Section I - Examinations

A) No student shall give or receive any unauthorized aid concerning examinations.
B) Examinations shall be unproctored, but the professor is free to stay in or leave the room at his own discretion.

Section II - Written Work

A) The term "written work" shall extend to all essays, examinations, and laboratory reports.
B) The student's name on any written work is assumed to be a guarantee that the work is the student's own, except where otherwise defined by the student through the use of footnotes, quotation marks, and bibliography.
C) Professors may:
   1) Prescribe any limitations on sources or assistance in any form.
   2) Waive any requirements concerning the accrediting of sources.
   3) Exclude or include homework as written work under Article I, Section II, A, of the Honor Code.
D) Permission must be obtained from all professors concerned if a paper is to be submitted for credit in more than one course. If this is a case of a paper previously submitted to an instructor no longer present, permission from that instructor need not be obtained; but the instructor to whom the paper will be submitted must be notified that the paper has been used before.
E) Permission must be obtained for more than one student to work together on an assignment with the understanding that all students concerned will be held responsible for the work and any information involved.

Section III - Plagiarism - Definition

Plagiarism, which is a violation of the Honor Code, is defined as copying the work of someone else, either wholly or in part, and passing it off as your own. Direct quotation of another, including phrases and clauses, must always be indicated by quotation marks and a footnote identifying the source. If you are summarizing or referring in your own words to what someone else has written, either the content or the organization of the ideas, the footnote is required, though quotation marks are omitted. All sources consulted in the preparation of a paper must be listed in the bibliography, giving author, title, place, and date of publication, publisher, and pages read, even if only part of the work has been used. Failure to observe the above directions constitutes plagiarism and will result in disciplinary action by the Honor Council.

Article II - Handling of Violations

Section I - Definition of a Violation: a violation of the Honor Code shall be defined as an intentional act which violates any provision of the Academic Honor Code.

Section II - If a member of the Lake Forest College community believes that he has violated the Honor Code, he is honor bound to discuss the matter with a student or faculty member of the Honor Council.

Section III - If a member of the Lake Forest College community becomes aware of what he feels to be a violation of the Academic Honor Code, he is honor bound to take one of the following steps:
A) Bring the matter to a student or faculty member of the Honor Council.
B) Confront the accused violator, eliciting from him an agreement to bring the matter to the attention of a student or faculty member on the Honor Council. If the accused does not bring the matter to the Honor Council, then the witness is honor bound to follow Article II, Section IIIA.

Section IV - The Honor Council shall notify the faculty member involved that there has been a reported violation of the Honor Code, and shall also inform him of the action taken.

Article III - Student Rights

Section I - Statement of Rights: the student shall have certain rights guaranteed to him by the Honor Council. These rights shall be:

A) The right to face his accuser in a meeting of the Council.
B) The right to refuse to testify against himself.
C) The right to testify in his own behalf.
D) The right to be informed, in writing, of all accusations made against him and to be given sufficient time to prepare his defense.
E) The right to counsel chosen from within the college community (defined as faculty, students and administration).
F) The right to bring his own case before the Council without accusing himself.
G) The student has the right to appeal the decision of the Honor Council to the President. In the case of new evidence, the Council will reconsider its decision.

Article IV - Summer Session

In the absence of the Honor Council during the summer terms, Honor Code violations will be handled by the instructor in conjunction with the Dean of Students.

Constitution of the Honor Council

Article I - Structure and Functions

Section I - Structure

A) The Honor Council shall consist of eight student representatives during the winter and spring terms, six during the fall term. There shall be two representatives from each of the sophomore, junior and senior classes during the fall term; two freshman representatives (chosen at the close of the fall term) shall be added during the winter and spring terms. There shall be in addition, one representative from the Dean of Students (to be appointed by that office) and three representatives from the faculty (as chosen by the General Policies Committee). One sophomore representative shall be elected for a term of three years. All other representatives shall be elected for a term of one year and shall be eligible for one additional term of office. Applications for a position on the Honor Council shall be submitted to student government. The representatives shall be chosen by student government not later than the final week of the winter term of the year. The Honor Council shall elect, from its members, a chairman.
B) No student on academic or social probation at the time of the election shall be eligible for a position on the Honor Council. Any member of the Council who is called before the Council and convicted of a violation of the Honor Code is subject to recall from the Council.
C) Removal of a member of the Council shall require a three quarters vote by the Council. Reason for removal shall be for cause as determined by the Council.
D) A quorum shall consist of two-thirds of the total voting membership. A two-thirds vote of the members of the Council present is necessary for conviction.

Section II - Function

A) The Honor Council shall review all cases concerning alleged violation of the Honor Code and determine appropriate action. The decision of the Honor Council shall act as a recommendation to the administration. If the administration does not wish to accept the decision of the Honor Council, they shall meet with the Council, and together they shall reach a decision. All parties concerned will abide by the final decision. The Honor Council reserves the right, after review, to refer any case to the administration.
B) The power of the Honor Council shall include the recommendations for:
   1) Letters of admonition to the student.
   2) Suspension.
   3) Expulsion.
   4) Determination of grade. (The Honor Council may not assign a higher grade than earned and the faculty member may not, without the approval of the Honor Council, assign a lower grade than earned).

ACADEMIC EVALUATION AND APPEAL PROCEDURE

The professor in the classroom and in conference shall encourage free discussion, inquiry, and expression. Students shall be evaluated solely on the basis of their academic performance, not on their opinions or conduct in matters unrelated to academic standards.

Protection of Freedom of Expression

Students are responsible for learning thoroughly the content of any course of study, but they shall be free to take reasoned exception to the data or views offered and to reserve judgment about matters of opinion.

Students are responsible for maintaining standards of academic performance established by their professors, but they shall have protection against prejudiced or capricious academic evaluation.

One common cause of the feeling of being unfairly evaluated in a course is a student's failure to understand clearly the criteria by which he is evaluated. It is most desirable for an instructor to state as clearly as possible at the beginning of a course the evaluative criteria which are to be used for that course.

When a student feels that his final grade in a course has been prejudiced or capricious, and he has been unable to resolve the matter through interaction with the faculty member involved, the student may call the matter to the attention of the departmental chairman. After the student has filled out an appropriate form specifying the details of the alleged injustice, the chairman will appoint a committee of the instructor's colleagues to meet with the student and the instructor and hear evidence concerning the alleged injustice. The student must contact the chairman within two calendar weeks following the beginning of classes in the term following that in which the alleged injustice took place. Whenever possible, the committee will consist of three members of the instructor's department. In a case where the department is too small to permit this procedure, the committee may be composed of two colleagues instead of three. When the departmental chairman is the instructor accused of the alleged injustice, the student may contact another senior member of the department who will appoint a review committee.

Any student requesting a review is responsible for presenting for review all tests, papers, etc., which enter into a grade and which have been returned to him. Instructors will have to keep on file for at least a term following that in which a course is offered all tests, papers, etc., which enter into a grade and which have not been returned to students.

After hearing all available evidence in a particular case, the members of the review committee should meet with the instructor, the student not being present, and state their opinions concerning the matter. If there is unanimous agreement among the

committee members that a grade should be changed, the instructor is obligated to change the grade accordingly. In the absence of such unanimous agreement, the grade decision rests solely with the instructor.

TRANSCRIPT RELEASE: The college issues transcripts at the request of the student or of the person paying the student's expenses for college.

RELEASE OF INFORMATION TO SELECTIVE SERVICE SYSTEMS: Information is supplied *only* upon student request for same. The college does not automatically notify draft boards of enrollment or student status.

RELEASE OF PERSONAL INFORMATION ABOUT THE STUDENT: This is done only with the permission of the student.

LEAVE OF ABSENCE

A student who wishes to study at another educational institution may request a leave of absence for a specified period of time. This eliminates the necessity of going through the admissions office for re-admission. The student who wishes to take a leave of absence should discuss his plan with the chairman of his department. If the chairman approves, the student will submit a letter to the Dean of the Faculty, bearing the signature of the chairman of the department and outlining his plan which will include the courses he expects to take, the amount of time he will be gone, and the date of expected return. The student must check with the registrar to assure that the courses are transferable.

Any work done for credit is regarded as transfer credit and subject to the following regulations:

(1) "C" grade or better in all courses transferred, and
(2) A total of twenty-seven (27) courses at L.F.C.

Any exception to the latter restriction must be approved by the Committee on Academic Standing.

STUDENT PERSONNEL SERVICES

HEALTH SERVICES

The College maintains a clinic-type arrangement (not an infirmary) where the student may receive care for minor illness or injury.

For more serious cases, students may use the facilities of the Lake Forest Hospital (fully accredited).

A fully certified R.N. is on duty at the Health Service throughout the school day, and available by phone at other times.

Doctors visit the Health Office (located in the Sports Center) on a daily basis and arrangements for appointments may be made through the nurse.

PSYCHOLOGICAL SERVICES

The College maintains a Psychological Services Center staffed by a clinical psychologist and certified counselors from the teaching staff.

Individual counseling is offered to students with problems of adjustment to school and personal matters. In addition, students who want individual help in developing educational and/or vocational goals or who are considering withdrawing from college are invited to discuss their thoughts and concerns with a counselor. All types of counseling are geared toward helping the individual deal more effectively with his present situation and to facilitate effective decision making on the part of the counselee.

Group counseling designed for personal growth and development is offered. Through self-exploration and group interaction, participants discuss ideas and feelings about their own personal dynamics and interpersonal relations.

The type of counseling appropriate for an individual will be determined after an interview with the counselor. Interested students should make an appointment with the receptionist (room 173 Johnson Building), Extension 482. The Pyschological Services would also wish students to remember that all counseling interaction is held in absolute professional confidence.

RESIDENCE HALLS AND ORGANIZATION

The College operates under a "house" system in which sections of most residence halls function as essentially self-governing units. These houses, within established college policies, set up their own government operating rules, activities and social program.

Freshmen are housed separately from upperclassmen (sophomores, juniors, and seniors). Their residence units start as "college-run units" and, if appropriate to them and to the Dean of Students Office, convert to self-governing units part way through the school year.

CLOSING HOURS FOR CAMPUS

For purposes of reasonable quiet for all, midnight Sunday through Thursday and 1:00 a.m. Friday and Saturday are times when all students are expected to maintain quiet hours.

DORM CLOSING HOURS

Residence halls are locked at midnight. Students may obtain front door keys from their head resident. If this key is lost, the student must pay the cost of a new key. The cost varies according to size of dorm. Since a lost front door key means no security for any occupant, new keys must be cut for all and the cost therefore may reach fifty dollars ($50.00). For security reasons, there are occasional checks during the year to insure no keys have been lost.

FIRE REGULATIONS

Monthly fire drills are *required* by state law.

GOVERNANCE (Resident Halls)

1. Each house or unit shall establish its own "House Council" for purposes of governance.
2. All conduct problems except those of a serious nature, as defined by the Conduct Board, shall be settled by the House Councils.
3. The jurisdiction of the House Council shall include not only conduct of the House as a whole, but also conduct of individual members inside or outside the House.
4. Questions of inter-house jurisdiction shall be settled between Houses involved.
5. If it is not clear whether a problem should be taken up by a house or by the Conduct Board, the issue should be settled through consultation between representatives of the house and the Conduct Board.
6. A House Advisory Board shall be formed. This board has no judicial function of its own but rather supervises the whole judicial process, recommends changes in judicial arrangements, makes sure there is no great disparity in the handling of offenses from one house to another, etc.
7. The House Advisory Board should be made up of representatives from the various House Councils.

ROOM CONTRACTS AND CONDITIONS

Room contracts are for the year and no refunds will be made.

If a student withdraws during the year, but re-enrolls for a subsequent term during the same academic year, no additional charge will be made.

Occupancy of the room is limited to the student(s) assigned to the room. The room may not be sublet.

If a student ceases to be a student by virtue of withdrawal or dismissal, all rights to occupy a room are lost.

At the time the room is first occupied, the student is asked to fill out a room condition check list, showing missing or damaged items. If the list is not turned in, the room is considered 100% in order when occupied.

The student is responsible for the room and its contents and will be assessed for damages beyond normal wear and tear or missing items.

The following items are not permitted in college residence halls: firearms, (including pellet guns), inflammables, explosives or incendiaries, firecrackers, air-conditioners, pets (other than caged birds, tropical fish, hamsters), refrigerators. Cooking in the rooms is not permitted.
Permission must be obtained from the head resident for any non-students in the room overnight.

Rooms are subject to inspection as stated in the section below.

ROOM ENTRY AND SEARCH

A. Representatives of the college should not enter a student's premises on campus except under the following conditions:

   (1) Rooms may be inspected for purposes of fire safety at any time and without advance notice. Disciplinary action against a student on the basis of such entry is limited to violations of fire or safety rules or stolen property. College officials inspecting rooms for general physical conditions and/or damage will post written notification on the board of the dormitory 24 hours in advance of any such actions.

   During vacation periods, rooms may be inspected at any time (unless occupied during the vacation period—in which case the usual 24 hour notification applies).

   (2) When there is excessive noise or disturbance which is affecting others.

   (3) When there is evidence that college regulations have been violated, such evidence to be based upon direct observation of the violation or upon reports from an identifiable source.

   (4) When there is an emergency of a nature potentially dangerous to the occupant(s) of the room or building.

B. The right to enter is not synonymous with the right to search. Where fire and safety checks are involved, any search shall only be sufficient to establish that no violation of fire and safety standards exist.

C. Premises occupied by students and the personal possessions of students shall not be searched unless appropriate authorization has been obtained. For premises such as dormitories controlled by the institution, application to the Dean of Students must be made before a search is conducted. The application must specify the reasons for the search and the objects or information sought. The student should be present, if possible, during the search. For premises not controlled by the institution, the ordinary requirements for lawful search must be followed.

D. If a student believes that entry into or search of his premises violates the expectations established above, he should bring his accusation both to the President of the Student Government and the Chairman of the College Life Committee, who shall refer the accusation to a Review Board consisting of three students appointed by the President of the Student Government and two faculty members designated by the Chairman of the College Life Committee.

E. If the accusation is sustained, the student bringing the accusation shall not be charged on the basis of evidence gained by means of the unacceptable entry or search, with having violated college regulations.

GENERAL CONDUCT

No set of rules can possibly ever cover all the variety of cases that may arise. Yet, a catchall statement may be misused. With rules and prescribed penalties in complete detail, no judgment is necessary; with no rules it is all judgment–the administration and students have found that some specific statements, coupled with careful judgment serves all parties. The College reserves the right to discontinue the attendance of any student whose behavior is deemed so undesirable that no other course of action is appropriate. To insure that his right is not abused every student being prosecuted for serious misconduct has certain rights. These are spelled out later in this section.

The threat of campus disruption and of violence of any kind is one of particular concern to all members of the community. The administration of the college will act in any such instance to protect the entire community and to permit the educational objectives of the institution to be met, if necessary by separation of the individuals concerned. The administration also recognizes that in so far as possible, individual rights, including due process, should be protected. Discussions are now in progress which will define the procedures for dealing with such matters should they arise. Each student should fully understand the following general guidelines:

Campus Disorders: Participation in actions which disrupt the normal activities of the campus will be cause for immediate suspension from the College; such actions include the obstruction or disruption of teaching, research, administration, disciplinary procedures, as well as behavior which interferes with the

rights of access to college facilities for all members of the college community.

Should an instance arise where there is immediate danger to life, or destruction or property, or violation of confidential records, the administration will take emergency actions to stop such disorders, including, if necessary, a request for assistance from the local police.

Violence: Physical abuse of any person, or conduct which threatens or endangers the health or safety of any such person, will be cause for immediate suspension from the College.

The following conduct patterns are also considered to be such a serious threat to the intellectual purposes, safety, and orderly conduct of the community that students found guilty of such conduct may be considered for separation from the Institution. If suspension is not necessary, they may be tried while enrollment continues.

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College.

2. Forgery, alteration, or misuse of College documents, records, or identification.

3. Unauthorized entry to or use of College facilities.

4. Failure to comply with directions of College officials acting appropriately in the performance of their duties.

5. Violation of rules governing residence. (See section on residency)

6. Misuse of fire or safety equipment or alarms.

7. Theft of or damage to property.

8. Violation of laws pertaining to narcotics or dangerous drugs; possession, distribution, or repeated use of same.

9. Violation of laws pertaining to firearms, incendiaries, explosives.

PROCEDURAL STANDARDS IN DISCIPLINARY PROCEEDINGS

The disciplinary powers of educational institutions are inherent in their responsibility to protect their educational purpose through the regulation of the use of their facilities and through the setting of standards of conduct and scholarship for the students who attend them. In developing responsible student conduct, disciplinary

proceedings play a role substantially secondary to counseling, guidance, admonition, and example. In the exceptional circumstances when these preferred means fail to resolve problems of student conduct, proper procedural safeguards will be observed to protect the student from unfair imposition of serious penalties. The following are considered to be proper safeguards in such proceedings.

HEARING COMMITTEE PROCEDURES–DUE PROCESS

The formality of the procedure to which a student is entitled in disciplinary cases shall be proportionate to the gravity of the offense and the sanctions which may be imposed. Minor penalties may be assessed informally under prescribed procedures. When misconduct may result in serious penalties, the student shall have the right to a hearing before a regularly constituted hearing committee.

a. The hearing committee shall include both faculty and student members. No member of the hearing committee who is otherwise interested in the particular case shall sit in judgment during the proceeding.
b. The student shall be informed, in writing, of the reason for the proposed disciplinary action with sufficient particularity, and in sufficient time, to ensure opportunity to prepare for the hearing.
c. The College is obliged to provide upon request of the student whose conduct is under investigation, counsel chosen from among members of the college community; such counsel may be present during the hearing.
d. The burden of proof shall rest upon the officials bringing the charge.
e. The student shall be given an opportunity to testify and to present evidence and witnesses. He shall have an opportunity to hear and question adverse witnesses. In no case should the committee consider statements against him unless he has been advised of their content and of the names of those who made them, and unless he has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.
f. All matters upon which the decision may be based must be introduced into evidence at the proceeding before the hearing committee. Improperly acquired evidence will not be admitted.
g. In the absence of a transcript, there should be both a digest and a verbatim record, such as a tape recording, of the hearing.

STATUS OF STUDENT PENDING FINAL ACTION

Pending action on the charges, the status of a student should not be altered or his right to be present on the campus and to attend classes suspended, except for reasons relating to his physical or emotional safety and well-being, or for reasons relating to the health or safety of student, faculty, or college property.

HEARING COMMITTEE–(CONDUCT BOARD)–STRUCTURE AND POWERS

This group is made up of 5 students appointed by student government, 3 faculty

members, and 1 non-voting representative from the administration; to the Dean of Students it makes recommendations which may include everything from no action in a particular case to dismissing the offender from the college.

The Conduct Board shall ordinarily hear cases where temporary or permanent separation from the institution may be involved, where disciplinary probation is a possible action, or where appeal from House Council or administrative decisions is being made.

Cases may be referred to the Conduct Board from a variety of sources, including the House Councils.

The Conduct Board shall have the power to subpoena witnesses from among the college community.

If an accused individual elects not to appear before the Conduct Board, the Board may nevertheless hear evidence and make a judgment.

INSTITUTIONAL AUTHORITY AND CIVIL PENALTIES

Activities of students may upon occasion result in violation of law. In such cases, college officials will apprise students of their legal rights and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority will never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct from those of the general community will the special authority of the institution be asserted. If a student's behavior off campus goes beyond the limits acceptable on campus, as specified in the student's handbook, exercise of the college's disciplinary authority may be regarded as appropriate. The student who incidentally violates institutional regulations in the course of his off-campus activity, such as those relating to class attendance, is subject to no greater penalty than would normally be imposed.

AVAILABILITY OF LEGAL ASSISTANCE

Upon recommendation of the Dean of Students, the college will make available to students one consultation with legal counsel in cases where the student has been a party or witness to an offense initiated by others and where civil charges or suit may be brought.

SPEAKER POLICY

The following excerpt from the resolution adopted by the Board of Trustees on December 2, 1963 is quoted here:

. . . . . Lake Forest has long recognized that academic freedom for its faculty and students is not a privilege granted by administration and trustees, but an absolutely necessary atmosphere without which excellence in education cannot be attained. If the quest for truth is not free, then both the quest and the truth itself are seriously endangered. Every teacher and every student at Lake Forest enjoys the rights guaranteed to all Americans by the Constitution of the United States and the privileges traditionally accorded all members of the academic community, both in the classroom and outside of it . . . . in its policy governing this appearance of outside speakers on the campus, Lake Forest College seeks only to be assured that such speakers are willing to engage themselves in a rational dialogue with faculty and students, in a give and take of free discussion.

Student organizations must keep in mind that the sole purpose of inviting a speaker is to contribute to the aims of the College as a center of free inquiry and sound learning. To assure that a speaker is the kind of person whose method of presentation is appropriate to the atmosphere of a liberal arts college, the following procedures must be followed:

1. Only organizations officially recognized by the College may invite a speaker to the campus.
2. Before inviting a speaker, student groups must obtain the written approval of the Dean of Students.
3. In case the Dean of Students feels that a particular speaker is undesirable, the General Policies Committee will automatically review the case before a decision is given to the applying group.

In May of 1966 the Board of Trustees supplemented that statement as follows:

The College is desirous of continuing that policy, opening its doors to all points of view. It seeks, also, however, to insure that invited guests of the College, or of groups within the College, will be treated with courtesy and respect, and accorded the dignity due to them as human beings, no matter how strongly persons in their audiences might disagree with their ideas.

The College Administration and Trustees, therefore, set forth the College attitude as follows:

1. The College, out of simple courtesy, wishes to protect its guests from insults and indignities.
2. The College seeks to preserve a forum open to all. Freedom of inquiry in a Liberal Arts College takes precedence over freedom of public demonstration.
3. Picketing or demonstrating are appropriate tools only where the rational processes of discussion have broken down so that negotiations or dialogue is no longer possible.

4. The College wishes to make it clear that outsiders who are not members of the College community and who seek to intervene or agitate on College property, will be treated as trespassers.
5. Further, in order to preserve an orderly atmosphere and avoid possible embarrassment to invited guests, the College will prohibit two speakers representing opposing viewpoints on the same date, unless the events have been appropriately arranged in advance and unless both speakers have full prior knowledge and acceptance of the circumstances of their invitation.
6. The College neither has, nor desires, authority to prohibit its students from participating as individuals in picket lines or peaceful and lawful demonstrations off campus on behalf of causes which they are in "sympathy" with.

CAMPUS RECRUITERS

No student may obstruct other students from access to an exchange of information with a speaker, recruiter, or representative who has made arrangements for his visit with the college.

No speaker, recruiter, or representative who visits the college shall be permitted to take photographs of demonstrators or in any other way intimidate students from exercising their right to demonstrate peacefully.

OFF CAMPUS RIGHTS OF STUDENTS

FREEDOM FROM ARBITRARY DISCRIMINATION

Admission to Lake Forest College and access to its facilities is not restricted because of race, religion, creed, or national origin. The college assumes equal access for all its students to public facilities in the local community.

EXERCISE OF RIGHTS OF CITIZENSHIP

As citizens, students enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy. Faculty members and administrative officials insure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often encouraged by their off-campus activities and their exercise of the rights of citizenship.

OTHER ITEMS

PERSONAL APPEARANCE

If any student is denied the right to participate in any college activity on the grounds of personal appearance, he shall have the right to appeal to the College Life

Committee, which will rule on the case.

STUDENT PARTICIPATION IN INSTITUTIONAL GOVERNANCE

Students are represented on many faculty and trustee committees. A full list is posted in Commons.

FOOD SERVICE

For 1971-72 each resident student must purchase a full meal contract (20 meals per week @$525 per year). There are no waivers from this basic requirement.

Meal tickets are issued to the student only and are not usable by any other person. Board charges are based on a certain expected "non-eating" number and the use of a meal ticket by a person not entitled to meals results in greater costs for the legitimate user.

ID CARDS

In order to achieve reasonable security for all students, ID cards must be shown when requested by college personnel.

VEHICLE REGULATIONS

Following is an extract of the regulations as published by the Security Office. A copy of the complete rules is available from that office.

REGISTRATION

All vehicles on campus must be registered with the College. Commuting students plus resident juniors and seniors may have cars. Cost for registering a vehicle on campus is as follows:

Resident student:	$30.00 per year
Commuting student:	$20.00 per year
Motorcycles:	$10.00 per year

Students not eligible must obtain prior written permission before bringing their car to the campus. State license plate registration and driver's license must be shown in order to obtain a permit. Public liability-property damage insurance is required.

TEMPORARY PERMITS FOR STUDENTS NOT ENTITLED TO REGULAR PERMITS

Temporary permits for a period not exceeding two weeks (maximum three per

year) may be applied for a $1.00 charge. STATE LICENSE PLATE REGISTRATION AND DRIVER'S LICENSE MUST BE SHOWN.

DRIVING RESTRICTIONS

Students not entitled to have their own cars on campus may not drive cars of others. Students must recognize the authority of the campus patrol officers or lose their permit at once.

Motorcycle driving on campus is limited to the roads leading to motorcycle parking areas. They may not be driven around campus drives.

PENALTIES

Registered Vehicles: $5.00 per ticket. Parking privileges will be revoked for six or more violations per year (registered car owners are responsible for the citation received). Permits must be scraped off windshield and the remains surrendered. The car must be removed from campus. A $25.00 fine and/or such action as the College deems appropriate will be imposed if the car is on campus at any time after revocation of the permit.

Unregistered Vehicles: $5.00 per ticket. (Tickets are not cancelled because car is later registered.) If three tickets have been received prior to registration, the student may not obtain permit.

Special notes:

1. Driving or parking on grass or sidewalks means loss of permit.
2. False registration results in loss of permit.
3. Reckless driving will also mean the loss of permit.
4. In addition to the stated penalties, the College may impose such disciplinary action as it deems appropriate.

MISCELLANEOUS: Inoperable cars due to any reason must be removed immediately to the proper parking area by owner. Tickets will be issued to violators. Unregistered vehicles and improperly parked cars may be towed and/or stored at owner's risk and expense.